

## ROUTING AND TRANSMITTAL SLIP

Date

7/22/85

TO: (Name, office symbol, room number,  
building/Agency/Post)

Initials

Date

1. C/Policy Branch

JH

7/22

2.

3. C/PPG

JH

7/22

4.

5. DD/P+M

|  |                      |   |
|--|----------------------|---|
| Action                                       | File                 | Note and Return                               |
| <input checked="" type="checkbox"/> Approval | For Clearance        | Per Conversation                              |
| As Requested                                 | For Correction       | Prepare Reply                                 |
| Circulate                                    | For Your Information | See Me  |
| Comment                                      | Investigate          | <input checked="" type="checkbox"/> Signature |
| Coordination                                 | Justify              |   |

## REMARKS

This is a companion  
package to my 19  
July package on  
subject.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

|      |          |                |
|------|----------|----------------|
| FROM | cy/Post) | Room No.—Bldg. |
|      | /PPG     | Phone No.      |
| 5041 |          |                |

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

CONFIDENTIAL

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Procedures for Certifying Work Orders

FROM:

Policy Branch/PPG

EXTENSION

NO.

DATE

22 July 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/POL BR 7/22/85 JR Attached, for your signature is a request to the C/SEG to incorporate subject procedure in the Office Procedures section of the EOD briefing.

3. C/PPG As noted in the BASIC package submitted for publication of an HN on subject, per C/SEG, this procedure is not currently being covered in EOD briefings.

5. DD/P&M Your signature is requested.

CONFIDENTIAL

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Procedure for Certifying Work Orders

FROM:

Deputy Director of Security  
Policy and Management

EXTENSION

NO.

DATE

22 July 1985

TO: (Officer designation,  
room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)1.  
C/SEGAn HN on subject has been  
forwarded to RPD for publication  
and distribution.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

14.

15.

Although the HN is forthcoming,  
this procedure should  
immediately be incorporated into  
the Office Procedures section of  
the EOD briefing.

SIGNATURE

Form 163  
5-57  
OFFICIAL  
FILE  
COPYDD/  
P/M

OS REGISTRY  
FILE KE 178

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

19 July 1985

P R I O R I T Y

MEMORANDUM FOR: General Counsel  
Director, Public Affairs Office

STAT

FROM:

[REDACTED]  
Chief, Regulatory Policy Division

STAT

SUBJECT: Proposed [REDACTED] Avoiding Unauthorized  
Disclosures (Job #1181)

STAT

1. Transmitted herewith by telecommunication for your concurrence is proposed [REDACTED] It was initiated by the Office of Security to remind employees to avoid disclosures of possibly classified information while participating in public speeches, forums, and panels. We understand that this proposal has been coordinated informally with your offices.

STAT

2. We would appreciate receiving your telephone response [REDACTED] by 22 July 1985, and receipt of your written concurrence thereafter.

STAT

STAT

Attachment:  
Proposed [REDACTED]cc: Chief, Policy and Plans Group  
Office of Security

ILLEGIB

CONCUR:

Date: \_\_\_\_\_

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OS REGISTRY  
5-6845

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